Valdosta State University

Event Services

Policies & Procedures



Updated Summer 2015

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**Event Services**

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**Mission**

The primary mission of Valdosta State University's Office of Event Services is to provide quality facilities and services to meet the needs of the diverse population of the campus community. Our secondary mission is to accommodate non-university organizations that provide educational programs or public service events in a manner consistent with the educational goals and mission of the University.

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**General Information**

Office Hours: Phone Numbers: Location:

8-5:30 M-R (229) 333-5998 Office University Center- North

8-3 F (229) 259-2515 Fax Room # 3153 (Entrance #2)

(229) 259-2510 Info Desk 1500 North Patterson Street

Valdosta, GA 31698

**Website**

[www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices)

1. TYPES OF USERS

Users will be charged fees for facility use according to the three (3) categories outlined below:

University Groups

For registered student organizations, university departments, and charity fundraisers, events will have no charges assessed unless they are deemed a major event. If considered a major event, service fees will apply. Event Services reserves the right to determine the definition of a major event. Please refer to “Reservation Policies” on Major Events.

A University User is defined as:

* VSU schools, colleges, and departments conducting official University activities.
* VSU Student Organizations officially registered through the Student Life Office or those groups pending registration who have been authorized (See Student Handbook, www.valdosta.edu/studentaffairs).
* Official VSU Organizations, University sanctioned centers, programs, grants, and projects conducting official University Activities.
* Registered student organizations conducting charitable fundraisers.

Affiliated Groups

Groups with an official association with the University will receive reduced user fees.

Affiliated groups are defined as follows:

* Student organizations and university departments can co-host events with an educational purpose with other off campus organizations. The VSU student organization or department must serve as the contact and meeting coordinator for the event.
* University functions where participant fees are assessed such as admission fees, donations, registration fees, fundraising benefits, etc.
* Educational institutions
* Community partners, defined as groups that are consistent with the Board of Regents Policy of advancing community service.

Non-Affiliated Groups

For off-campus groups wanting to use VSU facilities for seminars, meetings, or banquets for educational purposes, full rental fees apply. Non-affiliated groups are defined as the following:

* Businesses
* Profit Organizations
* Non-University Agencies

\*Personal and social events are not permitted. These include but are not limited to weddings, receptions, reunions, graduation parties, and birthday parties, etc.

2. GENERAL GUIDELINES FOR FACILITIES

Event Services is responsible for coordinating the use of all university facilities, except the Student Union. All requests for the use of university facilities must be submitted via the event request form (R25) at

[www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices), except department requests for academic classes. Event Services will review requests for facility usage, and within the context of the University’s mission, policies, and procedures, reserves the right to grant or deny requests.

All events are subject to the following:

* State and Federal laws
* Valdosta State University’s rules, regulations, and policies
* Guidelines of the Event Services Office and Student Union Reservation Office

The person requesting the facilities and services must ensure that the event and patrons are in compliance with all applicable requirements.

Event Services maintains the right to cancel, without advance notice, any event not in compliance with these regulations. Further, VSU reserves the right to revoke the event already in progress if there is a material omission.

*Alcohol*

The consumption and/or possession of alcoholic beverages on University premises in conjunction with student events are prohibited. For all other non-student events please refer to Section 10, Alcohol Policy.

*Animals*

Animals, other than those trained to assist the disabled, are not permitted in University facilities.

*Cleaning Responsibilities*

All organizations are required to return the space to its original condition before departing.

The space should be free and clear of all trash and debris, and all decorative materials removed. This includes anything that was not in the room prior to the organizations arrival. The organization should remove all trash from the area. Trash includes but is not limited to: glitter, boxes, cups, food, confetti, sand, clothes, props, etc.

For outdoor spaces, user is responsible for removing all trash (including bagged trash from the requested trashcans) and disposing of it in the brown trash receptacles located around campus. If university staff removes decorations and/or provides additional cleaning, a minimum charge of $25 will result (see Special Service Fees).

*Damage and Loss*

* All individuals using University facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair, and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of University facilities, and/or equipment will result in proper legal action that may include replacement costs.
* Property of Valdosta State University (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without approval.
* Any damages made to the property of Valdosta State will result in a fine up to the discretion of both the Operations Manager and the Event Operations Manager.

*Decorations*

Confer with the Event Services staff regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.

* Decorations and displays that require flame, sand, or water may be used only when furnished by the VSU Catering Department.
* Users may not use glitter, confetti, or water filled items.
* Decorations that might pose a fire hazard will not be used.
* Extension cords will not be used to provide power unless approved by the University.
* All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded and/or cleaning fee.

The client will be billed for any damage to surfaces and/or any excessive cleaning requirements (see Special Service Fees).

*Donations/Collections*

If you are hosting an event on campus, where you will be collecting any money, donations, etc, you will need to fill out and submit a Fundraising Request at least 2 weeks in advance of your event in addition to putting in an event request through the R25 scheduling system. No Fundraising Request forms will be accepted if they are not submitted 2 weeks in advance and event contracts will not be approved without fundraiser approval. Approved fundraiser paperwork does not constitute a confirmed contract. This form will only be accepted via CampusConnect. If you have questions concerning Fundraisers, please contact Chandler Day in the Student Life office at [clday@valdosta.edu](mailto:clday@valdosta.edu)

*Drugs*

Use or possession of any illegal drug is strictly prohibited.

*Gambling*

Gambling, in any form, is not permitted in University facilities.

*Roller blades, Skateboards, and Bicycles*

Roller blades, skateboards, bicycles, and similar devices are not to be operated in the buildings, or outdoor public walkways and parking lots on University property.

*Smoking*

The use of all tobacco products is prohibited in University facilities, including all offices, leased spaces, doorways, meeting rooms, restrooms, dining areas, and loading docks.

*Equipment Usage*

Equipment (audio-visual, tables, chairs, easels, super cooker, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.

*Evacuation Procedures*

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities. In the case of an evacuation, individuals are to comply with the Director of University Police and Environmental Safety at all times. Facility users will be notified of an emergency or threat to safety by an alarm, VSU University Police or Fire Department. If alarm sounds, all persons are to remain outside the building until they are instructed to return by the building staff or VSU University Police. Use the stairs, not the elevator, in evacuation situations.

*Safety/ Security*

For safety, security, and convenience, VSU University Police and/or the Building Managers (University Center- North only) conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress. VSU University Police or the Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise. All persons using Valdosta State University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave. All groups should become familiar with emergency exits and safety policies when planning an event.

*Security for Campus Events*

The University has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events, or those posing a security concern. The user is responsible for contacting VSU University Police to discuss details and determine if security is required and the amount of personnel on site for the event. Additional charges may apply (see Special Service Fees).

*Pre-Event Storage Availability*

Users who need to have materials and equipment delivered prior to an event must check with the Event Services Supervisor to ensure that their reserved space will be available at the time of the materials’ arrival.

The University assumes no responsibility for damage to or loss of equipment or materials left in the building or on display. Any items left at an event space will be discarded following an event. No exceptions.

*Hallways and Stairwells*

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as a trash receptacle. Easels, display boards, or other items are not to be stored in hallways and stairwells.

*Lounges, Meeting Rooms and Other Common Areas*

Lounges, meeting rooms, and other common areas are intended for use by the University community and recognized guests. Individuals or groups without authorized approval to use these facilities are prohibited from doing so and will be asked to leave. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use. The removal of any lobby, meeting or common area furniture/equipment is strictly prohibited.

*Student Staff Support for Events*

* Event Services may require additional student staff for the execution of large events, to be determined prior to the event.
* All costs related to this special support are the responsibility of the client.
* Rate of pay will be determined by the Event Services staff (see Special Service Fees).

More specialized guidelines for each separate facility can be found under Facilities.

*Major University Events*

Major events may include commencement activities, admissions events, orientation sessions, and conferences. University Departments may request reservations for major campus events up to two years in advance. Each request will be considered on a case-by-case basis.

3. RESERVATION PROCEDURES

The reservation staff will assign rooms according to the most appropriate use of the facility as the event is described on the event request form (R25) at [www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices). The demands on the facility as well as the nature, i.e. equipment, food, music, and recreational equipment and the size and reoccurrence of the event will be considered in determining space assignments. The requestor’s first and second preferred locations must be indicated on the request form in an effort to serve the event’s needs.

The Event Services staff will work diligently to meet each space request, however; **submitting the event request form (R25) does not guarantee a specified preference or even a** **reserved space.**

Different types of users should reserve VSU facilities utilizing the reservation procedures outlined below:

Registered Student Organizations (as defined in the VSU Student Handbook)

1. Each organization will be allowed two (2) Event Coordinators to make reservations. No other member is allowed to make requests through the event request form (R25) at [www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices). **If you would like to update the two Event Coordinators that are able to make requests with Event Services or the Student Union, you will need to fill out an Event Coordinator Authorization Form on Campus Connect.**
2. Event Reservation Coordinators must use their Valdosta State University email account for all reservations, cancellations, and other correspondence between the reservations office. All other email accounts will not be acknowledged or accepted.
3. Each event coordinator for the organization is required to complete the mandatory Blazeview Event Coordinator Training. Once training has been completed, the Event Coordinator will then have access to the event request form (R25).
4. All event requests will only be taken on-line at least two weeks in advance through R25, the online reservation request system and calendar. Please note that no paper or phone requests will be accepted. **Any walk-ins will be directed to a computer lab to complete the** **online event request form (R25).**
5. After submitting the online form, an Event Request Summary will be emailed to the event coordinator verifying receipt of the request. This email is not a confirmation of the space; it only verifies that your request was received. It will take 3 to 5 business days for your event to be processed.
6. When your event is confirmed, Event Services will email the Event Coordinator that submitted the original request that the contract is ready to be signed within **48 hours** in the Event Services Office. Please review each contract thoroughly to insure all information is correct. During review, notify an Event Services student assistant if any revisions need to be made. If any revisions need to be changed after the user has signed the contract, please send the revision/cancellation to [facility@valdosta.edu](mailto:facility@valdosta.edu) or come into our office to fill out a Cancellation/Revision form. Any revisions must be made within seven days of the event date.
7. Event Setups staff reserves the right to deny equipment usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university’s mission, policies, or regulations (state or federal laws). **All event contracts must be signed within two business days (48 hours), excluding the weekend, of the event.** Failure to do so will result in cancellation of event and a policy violation.
8. If any revisions need to be changed after the user has signed the contract, please send the revision/cancellation to [facility@valdosta.edu](mailto:facility@valdosta.edu) or come into our office to fill out a Cancellation/Revision form. No cancellations or revisions will be accepted over the phone. Revisions not including furnishings will be accepted no later than 3 business days before your event. Revisions including furnishings will only be accepted up to the week before your event. Any furnishings revisions submitted after a week will not be accepted.

University Departments & Organizations

1. Faculty and staff wishing to make event reservations will use their BlazeView username and password to make a request through the online event request form (R25). If the user is denied access or is new to the University, please contact the Event Services Office for assistance.
2. All event requests will only be taken on-line through the R25 scheduling system.
3. Please note than no paper or phone requests will be accepted. **Any walk-ins will be directed to a computer lab to complete the online event request form, (R25).**
4. After submitting the online form, an Event Request Summary will be emailed to the event coordinator verifying receipt of the request. This email is not a confirmation of the space; it only verifies that your request was received.
5. When the event is confirmed, Event Services will intercampus the Event Coordinator an Event Contract to review, sign, and return. Please contact [facility@valdosta.edu](mailto:facility@valdosta.edu) if any revisions need to be made. The user should keep an Event Contract for their records.
6. Event Setups staff reserves the right to deny equipment usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university’s mission, policies, or regulations (state or federal laws). All event contracts must be signed within two business days (48 hours), excluding the weekend, of the event. Failure to do so will result in cancellation of event and a policy violation.
7. If any revisions need to be changed after the user has signed the contract, please send the revision/cancellation to [facility@valdosta.edu](mailto:facility@valdosta.edu) or come into our office to fill out a Cancellation/Revision form. No cancellations or revisions will be accepted over the phone.
8. Departments are allowed to request rooms up to four (4) business days in advance. Any requests after four (4) business days will not be accepted.

Non-Affiliated Organizations

1. Applicants must call the Event Services office at (229/333-5998) to request an on campus or University Center North facility for their event.
2. **Applicants must submit a request to Event Services four (4) weeks in advance of the event. For all conferences, workshops, camps, or major events, requests must be submitted at least ninety (90) days in advance.**
3. The Event Services staff will review the request for available space and conformity to University policy. Note- no repetitive, weekly, or monthly events will be accommodated.
4. Upon approval of the request, applicants must sign the appropriate rental agreement and return it to Event Services within two weeks. This agreement will include facility rental charges resulting from the equipment/ personnel required for the event. A member of the Event Services staff will contact the applicant if the reservation request is denied for any reason.
5. In order to cancel the event, applicants must notify Event Services five (5) business-day prior to the event or deposit will be forfeited.
6. The organization will be held financially responsible for any damages that occur during the event.
7. Event Services holds the right to cancel any reservation thirty (30) days prior to the event in order to meet the needs of the University.
8. Failure to comply with Event Services and/ or University policies may result in the cancellation of further reservations or the denial of future usage of the facility.

4. RESERVATION POLICIES

*Confirmations*

* Space assignments are confirmed on first come first served basis. The reservation staff attempts to honor customer preferences but *reserves the right to make judgments regarding the most appropriate space for an event*.
* Event contracts are only sent to the identified event contact person.
* Reservations are not confirmed until Event Services issues an event contract signed by a supervisor.
* Review the event contract; it provides detailed information about the reservation.
* Do not assume that the requests have been confirmed, especially requests for multiple dates.
* Please retain a copy of the event contract for your records and keep it on hand during the entirety of your event.
* No events should be announced or advertised until Event Services has provided an event contract signed by a supervisor.

*Repetitive Events*

* VSU Organizations and Departments are only allowed two (2) repetitive reservations, per week (Monday-Thursday) in all academic auditoriums. This will prevent monopolization of unique facilities, so that they may be available for all organizations throughout the semester.
* VSU Organizations and Departments are only allowed two (2) repetitive reservations, per week (Monday- Friday) for all outdoor spaces.

*Denials*

* The reservation staff reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university’s mission, policies, or regulations (state or federal laws).

*Student Organization Emergency Requests*

* Meeting requests made less than two (2) weeks in advance will be considered an emergency meeting.
* Registered student organizations are allowed two (2) *emergency requests per Semester.*
* **Emergency requests will not be accepted with less than 24 hours’ notice, during regular business hours or after 5 pm on Thursdays.**
* All Emergency Requests must be requested by the organizations authorized event coordinator by coming into the Event Services Office and filling out an emergency meeting request form. Event Services will then contact the organizations Faculty advisor via telephone requesting that an email is sent to our office approving the emergency request. After the faculty advisor approves the emergency request, the organizations event coordinator is responsible for requesting the event online via the R25 scheduling program.
* Major events (see page 24), fundraisers, and social events will not be approved as emergency requests; Set ups, A/V equipment, and personnel may not be available for emergency meetings.
* Event Services reserves the right to deny an emergency request if there is inadequate time for the Event Services staff to process the request and notify necessary departments.

*Policy Violations for Student Organization*

* If a group fails to abide by all of the Event Services policies, they will obtain a policy violation. The violation will need to be signed by the Event Coordinator, President of the Organization, and the Advisor and be brought back by the deadline given. Failure to return the signed policy violation will result in the cancellation of all requests.
* If a group collects **two** policy violations within a semester, the group will lose reserving privileges in the University Center, Student Union, and Campus Spaces. For one semester, the group will no longer be allowed to request any spaces and all previously scheduled events will be cancelled.

*VSU Concert Policy*

Due to the extensive planning and coordination involved in holding a concert, very specific guidelines have been established to ensure that all parties communicate and work together to host an event that is fun, safe, and in the best interest of Valdosta State University.

* Non-affiliated Organizations are prohibited from holding concerts on campus.
* Due to the complexity of hosting a concert, the Office of Student Life will serve as an advisor to the University Department/Organization or Registered Student Organization throughout the planning and implementation of the concert.
* University Departments/Organizations and registered student organizations interested in holding a concert on campus must first contact the Office of Student Life (one hundred twenty) 120 days in advance of the proposed event to request the use of university facilities. With this request, the organization must provide a copy or example of the contract and performance rider.
* Once a request has been made, the Director of Student Life will present the request to the sub-committee of the facilities use committee to determine if the event is feasible and in the best interest of Valdosta State University.
* If the request for the concert is approved, the organization will receive notification in writing (fourteen) 14 days after receiving request and a facility contract will be generated for appropriate signatures between University parties.
* After receiving approval for the concert, the organization will be required to attend a series of Concert Task Force meetings to discuss details for the event.
* University Departments/Organizations or Registered Student Organizations are not permitted to make their own contractual agreements with outside vendors for the use of university facilities.
* University Organizations are not permitted to use the name of Valdosta State University in flyers, posters, tickets, or program advertisements unless approved in writing by Valdosta State University prior to distribution.
* The University Department/Organization or Registered Student Organization must provide a financial statement showing current available funds on hand to pay for said event, prior to request being approved.

*Outdoor Facilities*

* Outdoor events must be sponsored by a registered student organization or university department/organization.
* Users cannot hang any items, signage, or banners from light posts, trees, and/or other landscape/vegetation without prior approval from Student Life.
* VSU University Police will monitor sound levels and inform users when sound levels must be lowered. Requests for reduction in volume by University Police, Event Services Staff, or departmental faculty/staff must be complied with immediately.
* Sound may not begin before 9 am and not continue past 7 pm.
* Users or their guests may not block any access ways, pathways, handicap ramps, doors, or other areas.
* Outdoor events involving radio stations, bands, DJs or other sound amplification must be identified at the time of the reservation request with Event Services.
* Profanity at outdoor events will not be tolerated.
* Vendors are not allowed at outdoor events without prior approval from Auxiliary Services.
* The super cooker grill must be requested from Event Services at the time of the reservation request so delivery arrangements can be coordinated with Event Setups.
* All tables and chairs for outdoor facilities must be requested from Event Services at the time of the reservation and are delivered/setup by Event Setups.
* Vehicles are not allowed on grass/concrete without prior approval from Event Services.
* Front Lawn events with amplified sound are only allowed on Friday and Saturdays and must be approved by the Director of Event Services.
* Staging, generators, port-a-potties, etc. is the responsibility of the user. Event Services will not be responsible for providing this equipment.
* No fireworks permitted unless prior approval through Student Life.
* If any large amounts of outside equipment are needed for an event (staging, blow up items, large tents, etc.) it must be disclosed at the time of the reservation request for approval.
* Contact Plant Operations at 229-333-5785 for any questions regarding the University fountains.

*General Public Forum Venue*

Valdosta State University embraces the value of free speech and provides numerous opportunities for free speech. Examples of free speech opportunities include, but are not limited to uncensored: plays, lectures, entertainment, classroom discussions, concerts, art exhibitions and student sponsored programs and activities, which take place at various venues including classrooms, auditoria, and the campus green. Individuals may wish to engage in public discussion or debate outside of these activities.

Please refer to the Student Handbook for details about the General Public Forum Venue. This can be found at <http://www.valdosta.edu/studentaffairs/documents/SAF_Student_Handbook_2011_revision_1.pdf> .

*Inclement Weather Cancellations*

* Events that require outdoor scheduling due to preference or size should reserve an alternative indoor location in the event of inclement weather. Reservation requests for rain locations will not be processed the day of the event.
* Event Services deserves the right to deny the delivery of equipment in the case of inclement weather.

*Transferring Reservations*

No organization may request a location for another organization’s use. Event requests must be submitted by the intending organization and are not allowed to be transferred between organizations.

*Academic Classes*

Academic classes are not allowed to reserve or hold class sessions in the University Union and University Center-North facilities. The University Union and the University Center- North facilities are funded from a portion of the Student Activity Fee, which is meant to support programs, activities, and services for Valdosta State University students.

*Appeals*

If you would like to appeal a policy violation, please contact the Student Union Program Coordinator at 229-333-5674.

5. EVENT SET UP POLICIES

* **A request for equipment must be placed 7 days before the event.** No additional equipment will be given. Your event contract will reflect the number of equipment that is placed at event.
* If equipment setup is not specified at time of request Event Services will deliver reserved equipment and leave it stacked in the reserved space. It is the responsibility of the user to specify setup instructions.
* Equipment (tables, chairs, super cooker, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.
* No Event Services equipment is permitted off the University property
* Due to liability reasons, only Event Services staff can deliver and pick up equipment.
* Event Setups staff reserves the right to deny equipment usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university’s mission, policies, or regulations (state or federal laws).
* Event Services deserves the right to deny the delivery of equipment in the case of inclement weather.
* Outside furnishings are not permitted in any academic classrooms.
* If you want equipment past the time written on your contract there is a charge. $50 dollar charge for less than 50 pieces of reserved equipment. $100 dollars for over 50 pieces
* In conjunction with event services policies Damage Charges:

$100-Broken Tables

$25-Damaged Tables

$20-Broken Chairs

$15-Damaged Chairs

\*Damage includes dents, unremovable stains, and any other alteration done to equipment\*

6. REVISION/CANCELLATION POLICIES

*Revisions*

If a revision to an event is required please contact the Event Services Reservation Staff via email or in person.

* If a revision is submitted via [facility@valdosta.edu](mailto:facility@valdosta.edu) email, please include the event’s reference number, which is located at the top left of the contract, and the Event Scheduler’s name, which is located right below the signature line on the last page of the Event Contract. Also include detailed revisions that are being requested.
* If a revision is submitted in person, a revision/cancellation form will need to be completed by the event coordinator, detailing the revisions requested.
* Revisions to an event can only be requested by either of the two Event Coordinators registered for that Student Organization

*Administrative Cancellations/Changes*

In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function. These instances will be extremely infrequent, and the Event Services Reservation Staff will work with the organization or department to provide alternative accommodations.

*Cancellations*

* If it is necessary to cancel a reservation, the requesting party must notify the Event Services Reservation Staff at least 2 (two) business days prior to the reservation. Any student organization or university department that fails to honor a reservation without canceling 2 (two) business days in advance may have future use of the facilities restricted, fees imposed, and/or policy violation.
* Cancellations can be submitted via email or in person through the cancellation/revision form found in the Event Services Office.
  + If a cancellation is submitted via email, please include the event’s reference number, which is located at the top left of the contract, the event title, event date, location, and time.
  + If a cancellation is submitted in person, a revision/cancellation form will be completed to request cancellation of the event.
* Cancellations of an event can only be requested by one of the two Event Coordinators
* Clients who fail to cancel an event will be categorized as “no shows” (see No Show Violation policy below).

*No Show Violations*

* Any organization, department, or individual that fails to notify the Event Services Reservation Office in person, or email of a cancellation two business days (48 hours) prior to the event will be considered a “no show.”
* Users will be charged a no show fee and set up fee based on contracted furnishings and equipment.
* A policy violation of the “no show” will be sent to the Event Coordinator listed on the reservation with a copy sent to the advisor or administrative director.
* Failure to cancel an event in Powell Hall, Pound Hall, Continuing Education Auditorium, Bailey Science Auditoriums, Jennett Auditoriums, PE Complex, or any outdoor spaces will result in a $50.00 fee for less than 50 pieces of furniture, $100 for over 50 pieces and $200 for equipment over 200 pieces.
* Failure to cancel an event in the Magnolia Room will result in a $200.00 fee to cover associated preparation costs and to offset lost revenue as a result of the cancellation. Frequent violators will lose their reservation privileges. Affiliated/Unaffiliated Events that are not cancelled within 2 (two) business days in advance will be responsible for the total rental rate only, not the use of tables and chairs.

7. AUDIO VISUAL EQUIPMENT POLICIES

Valdosta State University provides a wide variety of state of the art audio visual equipment for meetings and events held on the campus. This equipment is available at no charge for University users. Affiliated and non-affiliated users are subject to paying equipment charges (see Audio Visual Fees).

Equipment for indoor facilities must be requested through Event Services. Technology Support will be supplied by the Office of Information Technology for all indoor campus events excluding the Student Union and the University Center. Media Services may be contacted for these needs as well if Information Technology is unable to provide the equipment. Media Services can be contacted at (229/333-5863). A complete inventory listing can be obtained on the Media Services website at <http://www.valdosta.edu/library/media/services.shtml>

Please reserve audio visual and other equipment at least 7 working days in advance. Event Services and/or Information Technology are not responsible for inadequate set-ups resulting from last minute additions of equipment. Last minute additions may result in delayed start times for events. To properly assure that your event occurs on time, please let us know about the equipment you will need when you make your reservation request.

If providing a laptop in conjunction with an LCD projector, please contact Event Services one week in advance to schedule a test of equipment. If using an LCD projector, we ask that you test the equipment thirty (30) minutes before your event begins. Contact staff as soon as possible so we can change your reservation time to thirty minutes earlier. We will need the following information when an organization requests an LCD projector:

(a). The type of computer you will be using (PC or MAC and is it a VSU computer or personal computer).

(b). The type of presentation you will be using (PowerPoint, Web Access or any others).

(c.). Is sound needed for the presentation?

Information Technology provides assistance for University events that are outside that require AV equipment, all other AV equipment that is needed for an outside event must contact Media Services.

*Telephone Lines*

* Telephone lines are only active in specific facilities. If an active telephone line is needed for your meeting or event, please contact Event Services for available locations.

*Audio Visual and Other Equipment*

* The use of amplification/audiovisual in any facility from an outside source requires advance approval from the Event Services staff. The use of audiovisual/amplification equipment cannot interfere with any event, public ears, office, library, classroom or other University function.
* Requests for reduction in volume by University Police or the Event Services Staff must be complied with immediately.
* The reserving organization is responsible for the equipment during the entire time of the reservation.
* In instances when events conclude early, clients should make every effort to assure rented equipment is secure. Contact the HELP desk (or the Building Manager at designated location) when a program has ended early so equipment can be retrieved and safely stored. If the equipment is lost, destroyed, stolen, removed from its original location, broken, or displays damage beyond normal wear and tear, the organization will be charged a replacement fee.
* Classroom workstations are stationary; they are not to be moved.

1. SMART CLASSROOM POLICIES FOR STUDENT ORGANIZATIONS

Valdosta State University has over 225 smart classrooms on campus, including auditoria whose working operation on a daily and hourly basis for classroom instruction are critical to the mission of the university. It is important for those using these rooms to follow appropriate policies and procedures in order to maintain their operability. Information technology (IT) provides technical support and training for these resources. Event Services and Student Life provide access to and scheduling of facilities to student organizations.

*Student Organization Users Responsibilities*

Student organizations requesting use of VSU smart classroom technology must complete orientation and training for appropriate use of technology during the scheduled sessions at the beginning of each semester in order to retain facility scheduling request privileges. Contact Chandler Day in the Student Life office at clday@valdosta.edu or 229-333-5674.

*Information Technology Training and Technical Support:*

* Training will be made available to all student organizations in the proper use of Smart Classroom equipment at the beginning of each semester during scheduled times to be determined by Student Life (see contact above).
* Technical questions and problem reports should be submitted to the IT Help Desk at [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu) or 229-245-4357.
* A technician will be dispatched to a smart classroom, when necessary, to resolve computer, projector, connectivity, or other equipment issues. If a projector or piece of equipment requires more extensive work, IT department will contact outside service providers to effect repairs.
* Technical assistance is available during standard hours of operation. Standard hours of operation are: Monday-Thursday 7am - 9pm; Friday 7am - 5pm.

*Misuse or abuse of equipment or facilities:*

* IT will create a service request notifying Information Technology, Student Life, and Event Services of any misuse or abuse that is discovered.
* Misuse and abuse incidents will follow established Event Services policy violation procedures and sanctions.
* If equipment is damaged, the organization will be fined (see page 13).

*Examples of misuse or abuse of facility and equipment:*

* Leaving projector or equipment on overnight.
* Attempting to connect other equipment to the system in a manner not prescribed in the training session.
* Leaving room in a littered or dirty state.

9. PARKING & TRANSPORTATION

VISITOR PARKING/SPECIAL EVENT PARKING

All students, employees, and visitors who park a motor vehicle on campus must have a parking permit at all times. These permits can be obtained at the Parking & Transportation Department at 114 Georgia Avenue.

Special event parking that attracts off campus visitors (non students/non employees of VSU), should be coordinated two weeks in advance with the Parking & Transportation Department (request should be made via e-mail to the Director or Assistant Director). Students and employees of VSU must always display a valid parking permit and park in their designated areas, even while attending special events on campus.

<http://services.valdosta.edu/parking/>

10. CAMPUS SIGN POLICY

*Information Tables*

Information table spaces on campus are for the exclusive use of registered Student Organizations and University Departments.

* Information Tables are available for indoor and outdoor use.
* One table and two chairs may be reserved by completing a request form available in the Event Services Office.
* The University cannot provide storage for any materials utilized at the tables.

*Campus Sign Policy*

* Valdosta State University student organizations registered with the Student Life Office and departments may request to have literature (signs, flyers, or information notices) posted in VSU facilities and on campus.
* Businesses and organizations not associated with Valdosta State University will not be permitted to utilize the campus for free advertisement.
* All literature should be neatly hand-written, typed, printed or copied and no larger than 8 ½ x 11 inches.
* The name of the sponsoring organization must appear on all literature.
* Any posted literature stolen or damaged will not be the responsibility of Valdosta State University.
* All signs must abide by the Student Code of Ethics in the VSU Student Handbook (www.valdosta.edu/studentaffairs).
* It is the responsibility of the organization to remove all signage after the event.

*Sidewalk Chalk*

Sidewalk chalk can only be used on campus walkways.

*Advertising Boards*

* The Student Union TV’s <http://www.valdosta.edu/stulife/forms/digitalflyer.php>
* The University Center electronic board is the property of the Event Services Department. To request use of this board contact and to access the guidelines, see the following link:

<http://www.valdosta.edu/eventservices/UCElectronicSign.shtml>

* The two electronic boards located at Billy Grant Field and at the PE Complex are property of the Athletic Department. To request use of these boards contact the Athletic Office at (229/333-5890).

*Flyers, Posters, Signs*

* Literature posted in University facilities which are not approved by each building will be removed immediately. Any literature placed on walls, windows, or doors is prohibited.
* Literature will be reviewed and approved for compliance with university regulations. The number of items posted will depend on the space available as decided upon by the office. Literature will not be returned to the organization following the event.
* All literature must be no larger than 8 ½ x 11 and will be tacked or stapled to bulletin boards by each designated office. The designated areas are as follows:

Continuing Education – Office of Public Services

Education Center-Dean’s Office, College of Education

Fine Arts-Dean’s Office, College of the Arts

Library-Reference Desk

Martin Hall-Dean’s Office, College of Nursing

PE Complex-Office of Athletics

Pine Hall – Information Technology

Pound Hall-Dean’s Office, College of Business

Powell Hall-Office of Testing

Psychology Building- Graduate School

Residence Halls-Office of Housing/Residence Life, Hopper Hall

Science Building-Biology Department

Student Union-Office of Student Life

Thaxton Hall-Dean’s Office, College of Business

University Center-Office of Event Services, University Center-North

West Hall-Office of the Vice President for Academic Affairs

All other buildings that house offices-Office of the Director

*Non-Affiliated Postings*

* Non-Affiliated organizations may not post items on the University bulletin boards. Persons or organizations that post items improperly may be charged for any damage to University property. The University is not responsible for maintaining or returning any items that were improperly posted and removed.

*Table Tents and Flyers*

Table tents, flyers, and other literature may not be placed on tables in the University Center Food Court, Education Center, Student One Stop Shop, Palms Dining Center or The Student Union Food Court without prior approval from Dining Services at (229/333-5853).

*Banners/Sheets*

See the following link for more information:

<http://www.valdosta.edu/stulife/documents/CampusSheetSignForm.pdf>

11. VSU ALCOHOL POLICY

Valdosta State University is committed to the welfare of its students, staff, faculty, and the surrounding community. When individuals misuse alcohol, academic performance, health, personal relationships and safety are compromised. The applicability of this policy is limited to on-campus events and/or public venue events.

*General Guidelines*

* The department/organization (“Event Sponsor”) seeking to sponsor an event wherein alcohol will be served and consumed must assume direct responsibility for ensuring compliance with Valdosta State University’s Alcohol Policy.
* The Event Coordinator shall be present throughout the event and function as a contact for Valdosta State University’s Office of Event Services.
* Valdosta State University strictly enforces Georgia’s liquor laws and no person may sell, furnish or give alcohol to any person under the age of 21.Consequently, alcohol will be permitted at Valdosta State University only in those settings which comply with state and federal law, local ordinances and this policy.
* The sale of alcohol on university property is prohibited. The service of alcohol is prohibited absent approval of the University President. No state funds or Student Fees may be used to purchase alcoholic beverages.

*Consumption and Possession*

* Alcoholic beverages may not be served, consumed or possessed at social events held in conjunction with any organized event or registered student organization with students present.
* The service and consumption of alcoholic beverages is approved for designated events only. Anyone desiring to serve alcohol at a designated event must obtain permission from the University President through the Office of Event Services.
* The Event Caterer must have necessary alcohol licenses, supply a certified or licensed bartender, and provide beverage set ups.
* All alcoholic beverages must remain inside the reserved or designated event space during the actual event. On-campus event sites must be confirmed through Event Services with a VSU Event Contract.
* The service of alcohol at an event will be limited to two (2) hours unless a special allowance is granted for extended service. All service of alcohol will end forty-five (45) minutes before the scheduled end of the event, unless the event itself is only two hours or less in length. When a special allowance is granted for extended services, the service and consumption of alcoholic beverages shall not exceed four (4) hours.

*Supervision and Control Provisions*

* At the function, a person(s) over the legal drinking age must be designated as the server(s).
* All alcoholic beverages to be served must be located so that access can be gained only through the designated server(s). The server(s) may not consume alcoholic beverages.
* Event Caterer must ensure that alcoholic beverages are not served to persons under the legal drinking age, or to persons who appear intoxicated. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
* A sufficient amount of food that is equal or greater in quantities to that of the alcohol served must be continuously available throughout the event.
* All announcement(s) or advertisement(s), including but not limited to invitations (s), notice(s), poster(s), newspaper and radio announcement(s), and the like concerning the function shall not explicitly advertise the availability of alcoholic beverages.
* University Police Officer(s) must be present for any event at which minors and/or 50 guests or more will be in attendance. The number of officers needed at an event will be at the discretion of the Director of University Police. A larger number of officers will be required at events which alcohol is to be served for more than two (2) hours.
* This policy shall not be construed to apply to student sponsored events and as such said any request to serve alcohol at a student sponsored event shall be denied. The University reserves the right to deny any and all request to serve alcohol on campus if such request/event is inconsistent with the mission, policies or practices of Valdosta State University.

*Penalties*

* Any employee or guest of the university who is found to be in violation of the law or Valdosta State University’s Alcohol Policy shall be subject to disciplinary action by the university and/or federal, state or local authorities.
* Failure to comply with Valdosta State University’s Alcohol Policy or state and federal law will result in immediate cancellation of an event, but will not release the sponsoring organization from any or all charges associated with the event.
* Failure to comply may also result in the loss of on-campus space reservation privileges, University disciplinary proceedings and/or criminal charges.

*Alcohol Request*

All Event Sponsors must complete a “Request to Serve Alcohol at Events” form and an “Alcohol Approval Routing Sheet,” with all designated signatures. All events shall require the signature of the University President.

Upon completion, the above listed documents will be forwarded to the Event Services Office and attached to the Event Contract (if event held on-campus).

12. FEES

FACILITY RENTAL FEES

FOR

AFFILIATED AND NON-AFFILIATED GROUPS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | University | Affiliated | | Non-Affiliated | |
|  |  | Half Day | Full Day | Half Day | Full Day |
| **Classrooms** | ø | $20.00 | $40.00 | $40.00 | $75.00 |
| **Fine Arts Building** |  |  |  |  |  |
| Lab Theatre | ø | $50.00 | $100.00 | $100.00 | $200.00 |
| Sawyer Theatre | ø | $75.00 | $150.00 | $150.00 | $300.00 |
| Whitehead Auditorium | ø | $150.00 | $300.00 | $300.00 | $600.00 |
| **Athletic Buildings** | ø |  |  |  |  |
| PE Complex Arena | ø | $1000.00 | $2000.00 | $2000.00 | $4000.00 |
| **University Center** |  |  |  |  |  |
| Cypress Room | ø | $75.00 | $150.00 | $150.00 | $300.00 |
| Dogwood Room | ø | $20.00 | $40.00 | $40.00 | $75.00 |
| Executive Dining Room | ø | $65.00 | $125.00 | $125.00 | $300.00 |
| Live Oak Conference Room | ø | $20.00 | $40.00 | $40.00 | $75.00 |
| Magnolia Room (1/2) | ø | $75.00 | $150.00 | $150.00 | $300.00 |
| Magnolia Room (1&2) | ø | $150.00 | $300.00 | $300.00 | $600.00 |
| Rose Room | ø | $50.00 | $100.00 | $100.00 | $200.00 |
| Theatre | ø | $40.00 | $75.00 | $75.00 | $150.00 |
| Willow Conference Room | ø | $15.00 | $25.00 | $25.00 | $50.00 |
| **Outdoor Facilities** |  |  |  |  |  |
| North Campus Field | ø | $25.00 | $50.00 | $50.00 | $100.00 |
| Reames Field | ø | $25.00 | $50.00 | $50.00 | $100.00 |
| Tennis Court | ø | $25.00 | $50.00 | $50.00 | $100.00 |
| **Auditoriums** |  |  |  |  |  |
| BSC #1011 | ø | $125.00 | $250.00 | $250.00 | $500.00 |
| Odum Library | ø | $50.00 | $100.00 | $100.00 | $200.00 |
| Continuing Ed | ø | $75.00 | $150.00 | $150.00 | $300.00 |
| Jennett Auditoriums | ø | $125.00 | $250.00 | $250.00 | $500.00 |
| Pound Hall | ø | $100.00 | $200.00 | $200.00 | $400.00 |
| Powell Hall | ø | $100.00 | $200.00 | $200.00 | $400.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

FURNISHING FEES

FOR

AFFILIATED AND NON-AFFILIATED GROUPS

|  |  |
| --- | --- |
| Rental | Price |
| Chairs | .50 |
| \*Table | $10.00 |
| \*Table w/ tablecloth | $15.00 |
| Partial Stage | $50.00 |
| Full Stage | $100.00 |
| Dance Floor | $100.00 |
| Piano | $50.00 |
| Cover Arena | $150.00 |
| Floor Covering (PE Complex ONLY | $500.00 |
| Full Staging (PE Complex ONLY) | $250.00 |

\* The Student Union and University Center-North will provide tables with tablecloths outside of an event room if requested for registration, display, etc.

\*University Center table cloths are for University Center events only. To rent tablecloths for another event on campus please call the VSU Catering office. If special arrangements need to be made, please contact the University Center- North Operations Manager.

AUDIO VISUAL EQUIPMENT FEES

FOR

AFFILIATED AND NON-AFFILIATED GROUPS

|  |  |
| --- | --- |
| Equipment | Price Per Day |
| Flip Chart | $8.00 |
| Hand-Held Microphone | $25.00 |
| Cordless Microphone | $40.00 |
| Lapel Microphone | $40.00 |
| Laptop Computer | $50.00 |
| Overhead Projector | $25.00 |
| Screen | $5.00 |
| Portable Screen | $20.00 |
| Floor Podium | $25.00 |
| Tabletop Podium | $10.00 |
| PA System (includes 1 mike) | $50.00 |
| LCD Projector | $75.00 |
| Dry Erase Board | $15.00 |
| Mike Floor Stand | $5.00 |
| Mike Tabletop Stand | $5.00 |
| Tripod (easel) | $5.00 |
| TV/VCR | $30.00 |
| Power Lectern | $40.00 |
| Remote Presenter | $20.00 |
|  |  |

SPECIAL SERVICE FEES FOR

UNIVERSITY, AFFILIATED, AND NON-AFFILIATED GROUPS

All groups are subject to special service fees requiring extended hours, extra personnel expenses, or no show/late fees.

|  |  |
| --- | --- |
| Fee Type | Price |
| Late Closing Fee/Hour | $35.00 |
| Early Opening Fee/Hour | $35.00 |
| No Show Fee Meeting Rooms | $25.00 |
| No Show Fee Auditoriums | $100.00 |
| No Show Fee Magnolia Room | $200.00 |
| No Show Fee Cypress Room | $100.00 |
| No Show Fee for Rentals | 100% fee |
| Late Cancellation Fee (Minimum) | $25.00 |
| Cleanup Fee (Minimum) | $25.00 |
| Deposit | $50.00 |
| Security Fee/Hour | $30.00 |
| Custodial Fee/Hour | $25.00 |
| Maintenance Fee/Hour | $20.00 |
| Setup Fee/Hour | $20.00 |
| UC Setup Fee/Hour | $20.00 |
| Info Tech Fee/Hour | $15.00 |
| Electrician/Hour | $40.00 |
| UC Building Manager Fee/Hour | $10.00 |
| PE Complex/HVAC | $50.00/hr |
|  |  |

Valdosta State University will determine the number of personnel needed for the event.

\*\*It is understood that Valdosta State University personnel are not responsible for service for any time period other than that stipulated by the contract and access is not provided for times other than the time period specified by the contract.

*Custodial Costs*

Events requiring custodial service during the event will be charged per hour per person.

Personnel will be present 1/2 hour before and 1/2 hour following event. The number of personnel required on site will be determined by the Assistant Director of Campus Services. There is a minimum of 2 (two) hours per person.

*UC Setup Cost*

Any event at the University Center requiring setups after hours or on weekends will be charged per hour per person for a minimum of 2 (two) hours. Any staging, equipment, or props that are not in house must be approved in advance by the Event Services Operations Manager and must be removed at the end of the event. To ensure the safety of users and to prevent damage to the facility and equipment, users are not permitted to set up their own event - NO EXCEPTIONS.

*Security Costs*

For events expecting a large audience, the contract will also include an hourly charge for University Police officer fee. The number of personnel will be determined by University Police. There is a minimum of 4 hours per person.

*Extended Building Hours*

* Early access requests can be made through the Event Services Office. These requests are designed to accommodate confirmed events where start and/or end times exceed posted normal operating hours for each building. Early access is determined by the actual time the user would like access to the facility.

For example, on Saturdays the University Center is scheduled to open at 8 am. The user’s program begins at 8:15 am, but the user would like to arrive early to set up displays at 7:15 am. Even if the participants will not be here until 8:15 am, the user would be assessed an Early Access Fee because University Center Staff would need to be here early to permit the user access.

* Late Access Fees are determined by the actual time the users (and participants) have contracted to use the building.

Early/Late Access fees are $35.00 per hour and are billed in one-hour increments.

13. BILLING

*Billing Process*

Customers are charged for use of facilities, equipment, and services according to the fee schedules in this manual and will be handled as outlined below.

*Reservation Invoices*

* Invoices are created after the event and payment is due within 30 days.
* Invoices may be paid with check, money order, University accounts, or exact cash amounts.
* Checks should be made payable to Valdosta State University. Payments can be mailed or delivered to the following address:

Event Services Office

University Center North

1500 North Patterson St.

Valdosta State University

Valdosta, GA 31698

* All outstanding invoices after 90 days will result in a reservation hold preventing your organization from making new reservations.
* Should a student organization fail to meet the financial obligations, the organization will be referred to The Dean of Students Office for the proper processing in accordance with the Student Organization Handbook.